



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

PENDING INTERNAL APPROVALS

OFFICE TECHNICIAN (TYPING)

\$2,510 - \$3,050

FIELD EXAMINATION DIVISION

SAN FRANCISCO

RESPONSIBILITIES: Under general direction of the Bureau Chief, the incumbent will perform a variety of the most complex clerical duties using a high degree of initiative, independence and originality in performing the assigned tasks. Duties will include but are not limited to: independently composing and processing correspondence; typing and editing letters, memorandums, and reports; developing and maintaining sensitive and confidential files; answering incoming phone calls to the Bureau; preparing certified copies of reports of examination as requested by the public; maintaining records, and inputting staff attendance in the Department's HRIS system; ordering equipments and supplies; maintaining travel expense reports; updating the Division's database and producing various reports; completing TECs and travel advances for field examination staff; and performing other duties as required.

DESIRABLE QUALIFICATIONS: The successful candidate should possess the ability to work independently; possess good interpersonal skills and communication skills - both verbal and written. Dependability, ability to follow directions, initiative, resourcefulness, good judgment; and the ability to work well under pressure and cooperatively with others is also essential

WHO MAY APPLY: Applications will be accepted from current State employees at the Office Technician level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Christina Vaiza, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "OT #259-1139-001" on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: **October 01, 2004 or until filled**

NOTE: **Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

eg 09/21/04